




Web application Manual


Developed by Dotsoft S.A.

**Under public procurement rules
for AUTH – URENIO research unit**


Project	INNOPOLIS	REV. 00	
Component	CP2	This project is co-financed by the ERDF and made possible by the INTERREG IVC programme.	
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DotPortal User Manual

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1: System architecture and modules

DotPortal is a presentation and Content Management System (CMS) based on open source technologies. It allows easy, fast and secure content management for a web portal via any web browser, requiring no programming skills, which makes it extremely useful for organizations with limited technical staff. It supports various types of content (text, multimedia, maps etc.), it organizes content into classifications, it maintains content in multiple languages and controls access to it by supporting discrete user groups.

DotPortal was developed using PHP, which is a widely used, general-purpose scripting language that was originally designed for web development to produce dynamic web pages. For this purpose, PHP code is embedded into the HTML source document and interpreted by a web server with a PHP processor module, which generates the web page document. It is now considered to be among the most popular modern programming languages for developing dynamic web pages. PHP is compatible with many web servers (e.g. Apache, Microsoft IIS) and can be run under various operating systems (Windows, Linux, FreeBSD).

For the data repository, any modern relational database system (RDMS) can be used like MySQL, Microsoft SQL Server, PostgreSQL, Oracle, Microsoft Access etc. For the current project mySQL was chosen as it is a reliable open source relational database management system that runs as a server providing multi-user access to a number of databases. MySQL works on many different system platforms, including AIX, FreeBSD, Linux, Mac OS X, Microsoft Windows, etc.

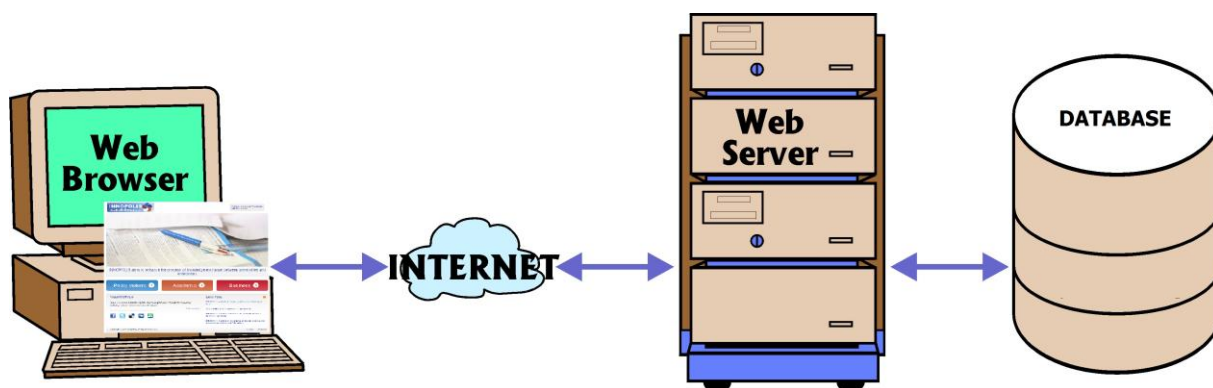



Figure 1

DotPortal's system architecture ensures maximum platform independency which makes it compatible with almost any existing server platform.

Interoperability

An information system is almost never isolated, but is usually part of a larger set of systems that all need to work together. DotPortal is able to exchange data and collaborate with other systems, whether internal to the company using it, or outside of it. Such data exchange can take place via various technologies as it is based on open standards such as XML and web services (UDDI, SOAP, WSDL).

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Scalability

When a computer system is installed it is tailored to the needs of the company that is going to use it. Those needs rarely remain the same over time. To keep a computer system running within such a constantly changing environment, it should be easily adjusted and expanded. The DotPortal is designed so as to enable the constant improvement and expansion of all initial operations. This is achieved by following these principles:

Open architecture – compatibility with standards: DotPortal is as independent as possible from specific technologies and hardware or software manufacturers, so that it can be adapted when required. It is based on open source architectures and following popular international standards.

Modular architecture: DotPortal consists of discrete software components, each of which is responsible for a particular function. Thus, in order to improve a specific operation, it should be enough to update the relevant section and extend its functionality or add new sections without having to update various components.

Object Oriented Approach: All classes are written following the OOP approach (Object Oriented Programming) which makes it easy for programmers to extend the existing objects and build new ones on top of them. Furthermore all data communication between the application modules is held through appropriate programming interfaces (APIs) which make it even easier to understand the data workflow logic behind it.

Security

DotPortal provides the necessary security level through the following components




SECURITY

Figure 2

Privacy: Some of the data stored in the information system are considered particularly sensitive, such as registered user's personal data. All sensitive data are protected from unauthorized access through access control and data encryption mechanisms.

Integrity: An information system always has to maintain the integrity of the data it manages. DotPortal takes into consideration appropriate mechanisms or procedures that ensure the data security so they would not be affected and protected from physical threats (weather, fire, flood, hardware failure, etc.) and logical threats (incorrect handling, malicious action, viruses, etc.).

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Availability: Ensuring data integrity does not mean that security threats will not eventually cause damage. It is therefore important in case of any damage / loss / destruction, that the information system can be put back into service in the shortest time possible.

Access rights: During the specification phase, a number of rules that were gathered that concern the granular access to the content and also the discrete user groups were defined. Any action or content modification can be blocked with specific permissions for a user group. Any user can belong to one or more groups and his memberships specify his rights over the portal content. The administrator can modify the access rights for a specific user or group of users. Registration for new users may be free or controlled by the administrator.



Figure 3

Platform modules

User's module

The user's module manages users and user groups in the system. Users can belong in more than one group and their access control rights are derived from their memberships. The functionalities covered by this module are:

Users Management: The administrator can create user groups, define the access rights for each group, create user accounts and assign users in groups.

	Username	Email	Name	Surname	Company	Address	Phone	Fax	URL	Categories
	innopolis	test@test.com	innopolis	innopolis						Admin

Records per page: 30

Figure 4 - Users Management form

Maintaining user data: Each user that is registered in the system as partner can fill in his/hers own electronic profile on the admin area of the portal.

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Access control / user authentication: Each user has a unique pair of username and password. Those credentials authorize the user against the administrator's area or the collaboration area.

Portals frond end

It is the Innopolis project frond end accessible to any user registered or not. It is accessible in <http://knowledgecities.eu>. The portal is fully compatible with standard HTML, W3C, and is accessible to the user using a web browser. It supports multilingualism, the ability to operate in any language but this ability has been temporarily disabled as the projects specifications require that the content is available only in English (except some press releases). The user can be informed of changes / updates to the portals content via RSS feed 2.0.

INNOPOLIS

Home About the project Partners Project activities Project Outcomes Project News Collaboration Space

About the project

INNOPOLIS is a project which will identify and disseminate best practice in innovation policy in university city-regions. The project focuses on regional policy that facilitates knowledge transfer between universities and enterprises and is a partnership between universities and regional authorities in four diverse European university city-regions: Greater Manchester, Helsinki, Lodz and Thessaloniki. INNOPOLIS is led by the University of Salford which has a strong record of engagement with enterprise. The project is co-financed by the European Regional Development Fund (ERDF) and made possible by the INTERREG IVC programme, which provided over 1.5 million Euros to support this project.

INNOPOLIS aims to identify regional best policy practice in the field of knowledge exchange between universities & enterprises. Having done so, INNOPOLIS will develop a simulation & an e-learning toolkit (a user-friendly electronic repository of the project's key outputs) that can be used by regional authorities in transferring best policy practice, and thus actively supporting knowledge co-creation between universities & enterprises. The activities of INNOPOLIS focus on university city-regions, defined here as localities with at least three multi-departmental universities and at least 60,000 students (students used as a proxy of university knowledge endowments). This choice is on account of the profound diversity in the current ability of regional authorities to exploit the innovative potential of universities in such regions. Celebrated success regions are included in this project alongside regions where regional policy did not drive knowledge exchange.

INTERREG IVC programme

The Interregional Cooperation Programme INTERREG IVC, financed by the European Union's Regional Development Fund, helps Regions of Europe work together to share experience and good practice in the areas of innovation, the knowledge economy, the environment and risk prevention. EUR 302 million is available for project funding but, more than that, a wealth of knowledge and potential solutions are also on hand for regional policy-makers.

About INNOPOLIS

INNOPOLIS aims to identify regional best policy practices in the field of knowledge exchange between universities and enterprises.

[Learn more »](#)

Newsletter


Subscribe to our newsletter

Email *

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Figure 5

All portals sections are organized in hierarchical structures, with the ability to the administrator to import, delete, and update. The frond end is immediately updated to follow the administrator changes. The users can search the portal based on words or phrases, using logical operators (AND, OR, NOT, ALL, etc.) or

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complex search using other criteria (eg date of publication, content type etc.). The search results are classified according to various criteria (eg relevance, date, content type, etc.).

The front end is addressed to the projects three main target groups: Policy Makers, Academia, Businesses and therefore a direct link to the main page exists for each one of those groups:

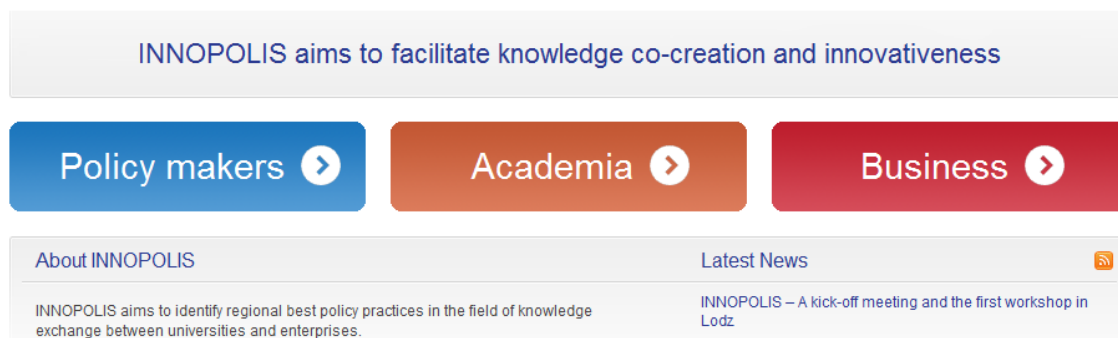


Figure 6

The front end site map follows the page structure below:

Home Page

About the project


- Brief history of the project
- Problem description and the issue addressed
- Aims and objectives
- Approach and methodology
- Expected outputs and results
- Project brochure
- Deliverables

Partners

- <list of all the partners>

Project activities

- Development of list of University-city regions, EU 27
- Study visits/workshops

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- Knowledge exchange audits
- Best policy practice cases
- Dissemination Conference
- Professional journal

Project Outcomes

- Learning output A
- Learning output B
- Learning output C

Project News


- EU wide press releases
- Regional press releases
- Newsletter

Collaboration Space

- Forum
- Wiki
- Google Maps

Content Management Module

This module handles all content (text, images, audio, video or all of the above) management. The content is organized on a tree structures, defined by categories and nested subcategories. Content can belong to more than one category and appear more than once on the portal. Especially for text content, extended operations are supported such as inserting images, tables, data forms, formatting change, inserting hyperlinks to other content etc. It is possible to define the life cycle of the content (date of publication and date of retrieval after which the article will not be shown publicly).

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Dashboard - Logout [Backup / Restore] - Typed lists - File manager - Users

Admin panel English

Menu Partners Activities News Deliverables Newsletter Various options

News New Record

Import from XML Export to Excel/XML Print Broken links

Simple view Detailed view

Total records: 4

	Title	Language	Category	Date	Visible
	INNOPOLIS – A kick-off meeting and the first workshop in Lodz	English	Regional press releases	16/12/2010	
	The 2nd INNOPOLIS meeting in Thessaloniki	English	Regional press releases	15/06/2010	
	INNOPOLIS: boosting innovation and competitiveness in university city-regions	English	Regional press releases	01/06/2010	
	INNOPOLIS: Facilitating knowledge exchange for innovation between Universities and Enterprises	English	EU wide press releases	15/12/2010	

Records per page: 30

Total records: 4

Filter rows

- Title
- Description
- Language (Edit)
- Category (Edit)
 - EU wide press releases
 - Regional press releases
 - Newsletter
- Date
- Visible

Figure 7

Furthermore, the CMS module has the following characteristics:


- The content is stored in a relational database, allowing the import - export of data from it in various formats.

News New Record

Import from XML Export to Excel/XML Print Broken links

Figure 8

- All content management is performed via a graphical user interface available with the use of a web browser.
- The content formatting is performed through an integrated HTML WYSIWYG editor (What You See Is What You Get) that supports “code view” functionality (display of the HTML code) and “design view” functionality (preview of how the result will look on the website).

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Title *

INNOPOLIS – A kick-off meeting and the first workshop in Lodz

Description

B I U ABC Styles

Path:

Language


English

Category *

EU wide press releases

Figure 9


- It supports multilingual content meaning that all content can be available in more than one language.
- It supports unlimited number of users.
- It provides tools that allow the easy creation, deletion, activation, association and reorganization of categories.
- It is capable to communicate and exchange data with a variety of widely used database systems in order to exploit opportunities offered by them, for optimal and efficient management of the existing information.
- It provides an environment that allows for content management through a simple Web browser without the need of additional software the is installed on a client PC.
- It supports templates and styles that guarantees consistency throughout the portal.

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- It support a rich user interface using graphical objects (such as tabs, drop-down lists, links, buttons, etc.), regardless of the clients Web browser
- It supports attachments to content of archive files such as ASCII, XML, HTML, word processing DOC, PDF, images, audio, spreadsheets, FLASH, Video, AVI, etc.
- It supports built-in basic workflow procedures for review and approval before content publishing.
- Built in ability to support the standard W3C Web Accessibility Initiative (WAI) to accommodate people with disabilities.
- It supports the use of templates that completely swap the portals appearance.
- It supports the use of templates for different pages of the portal.
- It comes optimized to search engines (SEO) by applying simple rules to each portal page (e.g each page has its title, metadata, all page titles appear as headers etc.).
- It can be expanded to support additional features such as news, forums, blogs, file managers, polls etc.
- New modules can be added without stopping the operation of the portal.
- It supports multiple database systems to store content.
- It can provide data from its database to sub sites or use information from other populated databases.
- It supports the ability to approve content before publication.
- It can support registration of visitors to access “members only” areas.
- It can manage banners that can be used to promote specific campaigns.
- It logs and presents usage statistics.

Search module

DotPortal platform has an integrated subsystem for performing intelligent searches. The content search is easy and effective. The user can search for specific words or phrases in the portals content or its metadata. Moreover, it provides the possibility of advanced search with multiple criteria (multi-criteria search).

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Filter rows

▶ Title
▶ Description
▶ Language (Edit)
▶ Category (Edit)
▶ Date
▶ Visible

Figure 10

Search Results

Users

→ **innopolis**

Simple texts

→ **About innopolis**

Newsletter

→ **innopolis** News letter Test 1

Splash screen

- **innopolis** aims to enhance the process of knowledge exchange between universities and enterprises
- **innopolis** aims to facilitate knowledge co-creation and innovativeness

Presentations

→ **Workshop in Thessaloniki**


Figure 11

Collaboration module

The collaboration module enhances group work on specific objects by providing synchronous or asynchronous tools that allow for such interaction. The module consists of three tools, a forum, a wiki and Google Apps.

A **forum**, or message board, is an online discussion site where people can hold conversations in the form of posted messages. They differ from chat rooms in that messages are at least temporarily archived. Also, depending on the access level of a user and/or the forum set-up, a posted message might need to be approved by a moderator before it becomes visible.

A **wiki** is a website that allows the creation and editing of any number of interlinked web pages via a web browser using a simplified markup language or a WYSIWYG text editor. Wikis are often used to create

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collaborative wiki websites, to power community websites, for personal note taking, in corporate intranets, and in knowledge management systems.

Google Docs is a free, Web-based word processor, spreadsheet, presentation, form, and data storage service offered by Google. It allows users to create and edit documents online while collaborating in real-time with other users.

Software / Hardware requirements

Web server

DotPortal has been deployed successfully on both Apache and IIS:

- **Apache (Recommended)**
DotPortal will work on Apache 1.3 or Apache 2.x hosted on UNIX/Linux, Windows, Mac OS X, Solaris or FreeBSD. The majority of DotPortal development and deployment is done on Apache, so there is more experience and testing performed on Apache than on other web servers, therefore it is the recommended solution. The Apache 'mod_rewrite' extension should be enabled to allow for clean URLs.
- **Microsoft IIS**
DotPortal will work using IIS 5, IIS 6, or IIS 7 if PHP is configured correctly.

DotPortal is written in the PHP scripting language and requires PHP version 5.2.0 or higher. The PHP extension `php_xsl` should be enabled. A minimum base installation requires at least 500MB of disk space. However, the recommended disk space is 1GB free disk space or more, which will be used for media (documents, images, videos etc), backups, cache and other files.


DB Server

DotPortal supports MySQL (recommended), Microsoft SQL Server, PostgreSQL, Oracle and Microsoft Access. MySQL is recommended, as it is a reliable open source relational database management system that runs as a server providing multi-user access to a number of databases. The database can be installed in the same physical location of the webserver or DotPortal can access a remote database.

2: DotPortal manual

Entering the Content Management System

A screen is displayed (Image 1), where the user has to type his credentials (username, password) in order to enter the Content Management System (*Admin Panel*). Credentials ensure that only authorized users have access to the system.

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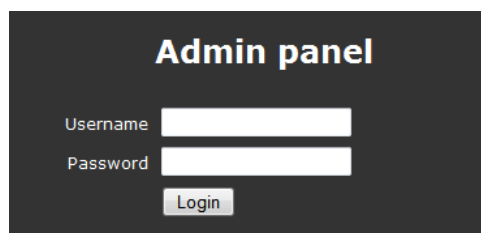


Image 1: Entrance screen to the Content Management System.

After clicking on "Login", the user is transferred to the CMS home screen, as shown below (Image 2).

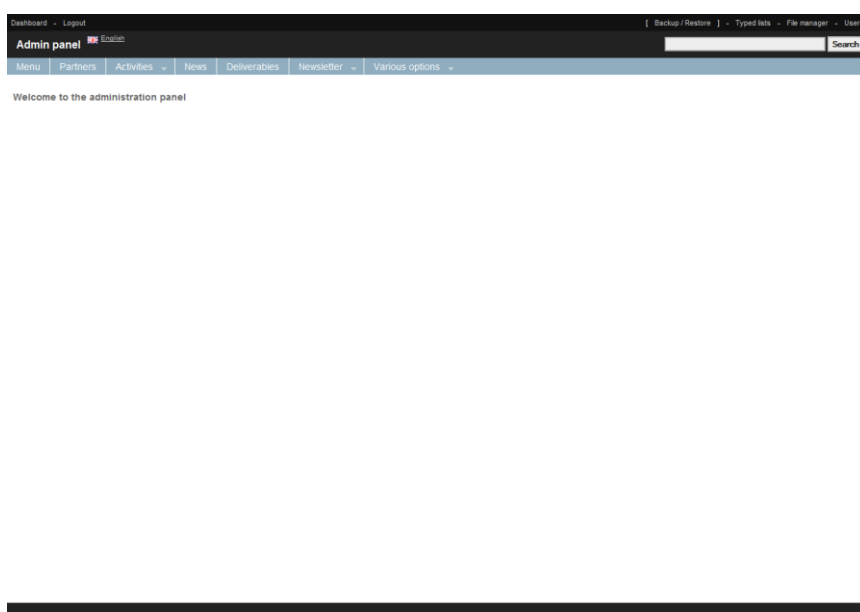


Image 2: CMS home screen


Main menu

The blue bar that appears on the home screen is the main menu from which the administrator can view and edit the data entered in it. The menu is organized into one or more levels, with sub-categories, as shown in the image below.



Image 3: Main menu

A detailed description of the CMS's functions follows.

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Detailed description of the CMS's functions

Display records in a table









Once the user chooses a section from the main menu, the respective data are displayed in a tabular form (Image 4).

News [New Record](#)

[Import from XML](#) [Export to Excel/XML](#) [Print](#) [Broken links](#)

[Simple view](#) [Detailed view](#)

Total records: 4

	Title	Language	Category	Date	Visible
	INNOPOLIS – A kick-off meeting and the first workshop in Lodz	English	Regional press releases	16/12/2010	
	The 2nd INNOPOLIS meeting in Thessaloniki	English	Regional press releases	15/06/2010	
	INNOPOLIS: boosting innovation and competitiveness in university city-regions	English	Regional press releases	01/06/2010	
	INNOPOLIS: Facilitating knowledge exchange for innovation between Universities and Enterprises	English	EU wide press releases	15/12/2010	

Records per page:

Total records: 4

Image 4: Tabular display of records

At the top of the screen, the title of the selected section is displayed. Next to the title, a link is displayed ("New Record") which enables the insertion of a new record into the table.

Each column of the table refers to a field of the record (e.g. title, category, etc.). Each row of the table refers to a particular record.

Options for changing the view of the table are displayed on the top right corner of the table. These options are:

Simple view. In this view, the main data of the table are displayed.

Detailed view. In this view, some additional information is displayed, for example images, files, etc.


Reorder records. This view allows the administrator to change the order in which the records appear on the website. Record reorder may not be available on all the main menu options, but only in those where there is need for such an action.

Above and below the table, the total number of inserted records is displayed.

Under the table, there is an option which may change the number of records displayed per page. By default, 30 records are displayed per page.

Insert new record

To insert a new record into the CMS, the user must click the link "New record" that appears next to the title of the selected section, as shown below.

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News New Record

Image 5: Insert new record

After clicking, a form appears (Image 6) for completing the fields of the new record.

News

Title *

Description

Path: p

Language

Category *

- ☐ EU wide press releases
- ☐ Regional press releases
- ☐ Newsletter

Date

13/01/2011

Visible

☒ Yes ☐ No


OK **Reset**

Image 6: New record data entry form

After completing the data fields the user can click on "OK" to save the form or "Reset" to discard it. In any case, the user is transferred back to the record table.

Record quick view

The user has the option to show / hide the details of a record by clicking on its title, which is underlined with a blue dotted line as shown below.

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	Title	Language	Category	Date	Visible
	INNOPOLIS -- A kick-off meeting and the first workshop in Lodz	English	Regional press releases	16/12/2010	
	The 2nd INNOPOLIS meeting in Thessaloniki	English	Regional press releases	15/06/2010	
	INNOPOLIS: boosting innovation and competitiveness in university city-regions	English	Regional press releases	01/06/2010	
	INNOPOLIS: Facilitating knowledge exchange for innovation between Universities and Enterprises	English	EU wide press releases	15/12/2010	
<p>Title INNOPOLIS: Facilitating knowledge exchange for innovation between Universities and Enterprises</p> <p>Description INNOPOLIS is a project that will identify and disseminate best practice in innovation policy in university city-regions. The project focuses on regional policy that facilitates knowledge transfer between universities and enterprises and is a partnership between universities and regional authorities in four diverse European university city-regions: Greater Manchester (UK), Helsinki (FI), Lodz (PL) and Thessaloniki (GR). The project addresses issues that evolve around the ability of regional and local authorities to harness the knowledge endowments of universities in order to enhance innovation. The aim is to enhance the process of knowledge exchange between universities and enterprises, and to facilitate knowledge co-creation & innovativeness. Best policy practices will be identified by regional authorities that have been successful in the past in fostering knowledge exchanges through the creation of networks & learning tools that support those that have been less successful in doing so. More specifically project activities include: The identification of cases of successful knowledge exchange between universities and enterprises in university city-regions. The examination of policy context within which cases of successful knowledge exchange take place, with the aim of identifying best policy practice. The transfer of Best Policy Practices to university city-regions that perform relatively poorly in terms of innovative outputs. The transfer of best practice between university city-regions that perform well in terms of innovative outputs. The communication of project results within the regions included in the project and other EU university city-regions, in order to enhance innovative performance. On a policy level the project addresses the already identified weakness in the links between research, industry and innovation, by exploring better framework conditions for innovation mainly through improving the process of transforming university research into innovative products/services/processes. The project supports the development of innovation poles and networks that involve universities, enterprises and policy-makers at regional level; additionally, through the identification and transfer of best policies, it will attempt to intensify innovative activities among enterprises. The involvement of innovative enterprises in the process, and the simultaneous use of research and technological development endowments of universities is expected to enhance competitiveness, and to contribute, in the long term, to economic growth and new job creation. Local & regional policy organisations, through their initiatives, will be the key actors in creating the regulatory framework that will underpin knowledge exchange. The project was launched in January 2010 and its duration is three years. INNOPOLIS is co-financed by the European Regional Development Fund (ERDF) and made possible by the INTERREG IVC programme, which provided over 1.5 million Euros to support this project.</p> <p>Language English</p> <p>Category EU wide press releases</p> <p>Date 15/12/2010</p> <p>Visible </p>					

Image 7: Record Quick View

Edit Record

To edit the record's fields, the user can select the  icon, situated on the left of the record's name (Image 8).




	INNOPOLIS: boosting innovation and competitiveness in university city-regions	English	Regional press releases	01/06/2010	
---	---	---------	-------------------------	------------	---

Image 8: One record on the table

Delete Record


To delete a record, the user must select the  icon, on the left of the record's name (Image 8). At that point, the system displays a confirmation message to avoid accidental record deletion.

Record Preview

To preview a record, the user can select the  icon, on the left of the record's name (Image 8). This way the user can preview how the record would be displayed on the main website/application. This option may not always be available.

Record Sorting

The user can sort the entries in a table based on a field. To sort the records, the user has just to click on the respective column's title. Then, an arrow is displayed next to the column's title indicating whether the

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sorting is ascending or descending. To switch between ascending and descending sorting, the user presses again the column's title.

Date 
01/06/2010
15/06/2010
15/12/2010
16/12/2010

Image 9: Sort in ascending order



Date 
16/12/2010
15/12/2010
15/06/2010
01/06/2010

Image 10: Sort is descending order

Record filtering


The user has also the ability to filter the table's records to be able to quickly find what he is looking for. The filters appear to the right of the table.

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Filter rows

▶ Title
▶ Description
▶ Language (Edit)
▶ Category (Edit)
▶ Date
▶ Visible

Image 11: Record filters

The user can use multiple filters simultaneously to limit the records in the table to those of interest. The selected filters are displayed above the filter frame as shown in Image 12. The user can remove a filter by clicking on the icon , situated next to the enabled filter's title or remove all filters using the "Remove all filters" option.

Selected filters


Category: Regional press releases	
Remove all filters	

Image 12: Selected Filters

Several types of filters can be added, depending on the type of each field. These types are described below.

Categorization

In case of fields describing the categorization of a record, the filters appear as in Image 13. The categories are displayed in a way that shows their hierarchy (categories, subcategories etc.). Clicking on a category, the user can view only the records belonging to that category.

▶ Category (Edit)
<ul style="list-style-type: none"> EU wide press releases Regional press releases Newsletter

Image 13: Categorization filters

Text filters

Using text filters the user can display records that are equal to, start with, end with or contain a certain word or phrase.


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Image 14: Text filter

Date filters

Using the date filter, the user can display records registered on, before, after or between two specific dates. Clicking on the icon on the left of the date field, a calendar is displayed allowing the user to easily enter the desired date.


Image 15: Date filter

Multiple choice filter

Apart from the aforementioned types of filters, multiple choice filters exist. Initially, the user can click on the arrow to display the various filters available (Image 16). Then the user can select one or more choices accordingly (Image 17).

Image 16: Filter multiple choice

Image 17: Filter multiple choice 2

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Quick show / hide records

The user can show / hide easily a record from the main site / application by clicking the icon in the "Visible" column. From this column the user can see if the record is displayed normally (Image 18), if it is not visible (Image 19) or whether it only appears visible in the preview (Image 19). To change the visibility status of a record, the user has to just click on the respective icon till the wanted status is achieved.

	INNOPOLIS: boosting innovation and competitiveness in university city-regions	English	Regional press releases	01/06/2010	
---	---	---------	-------------------------	------------	---

Image 18: Record is visible



	INNOPOLIS: boosting innovation and competitiveness in university city-regions		Regional press releases	01/06/2010	
---	---	--	-------------------------	------------	---

Image 19: Record is not visible



	INNOPOLIS: boosting innovation and competitiveness in university city-regions		Regional press releases	01/06/2010	
---	---	--	-------------------------	------------	---

Image 20: Record only appears in the preview

Connecting to a different menu record

Using the record table of one section the user has the ability to add a new record to another section and at the same time link it to a specific record of the current section. For example, as shown in the following image, the user from the list of presentations can add and connect directly an image to a specific presentation.






	Title	Category	Date	Place	Visible	Files	Images
	The 3rd INNOPOLIS meeting in Helsinki	Study visits/workshops	29/11/2010	Helsinki, Finland			

Image 21: Adding and linking an image to a presentation

Display records in a hierarchical view

When the records entered in a section of the menu have a hierarchical structure (categories, sub-categories), they can be viewed not only in a tabular view but also in a hierarchical view, as displayed in Image 22.

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News Categories [Show all categories](#) | [Print](#)

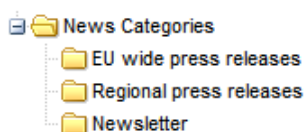


Image 22: Record display in hierarchical view

This is done by clicking on the 'Edit' link next to the Category filter in the filter area (Image 23).



Image 23: Filters on category

Clicking on a record (Image 22) the options "Add", "Edit" and "Delete" appear, as shown below.



Image 24: Record editing options in the hierarchical view

Add new record


The "Add" option adds a new record which would appear as a subcategory of the chosen category. Clicking on "Add" leads to an empty form for inserting the fields of the new record as described previously.

Edit Record

The 'Edit' option enables the user to edit the fields of the corresponding record. Clicking on "Edit" leads to the record's fields so editing can be carried out.

Delete Record

The "Delete" option deletes the record. The system displays a confirmation message to prevent accidental record deletion.

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Record reordering

The user can change the display order of records by simply dragging and dropping the records accordingly. This way not only reordering but also hierarchy modifications can be carried out by simply dragging and dropping a category in or out of another category.

File Management

Using the file manager (located on the top right corner of the screen, above the search box) files can be uploaded (e.g. images, texts etc.).

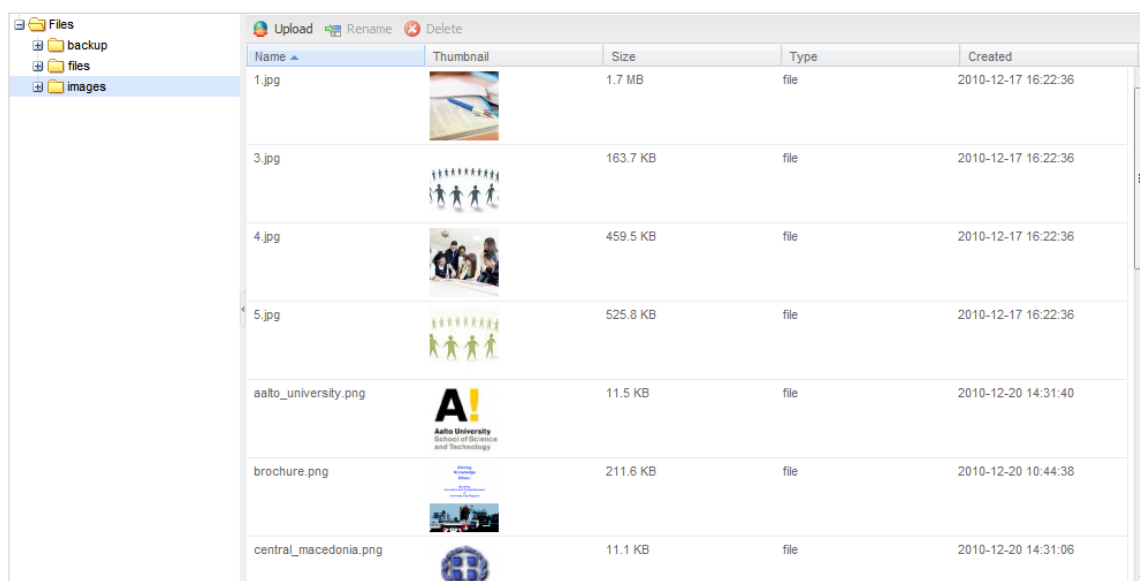


Image 25 File manager

Using the tree structure on the left the folder whose contents are to be processed can be selected. On the right frame the user can upload, rename or delete files. “Rename” and “Delete” become active when a file is selected.


Just below, a list of the files included in the selected folder is displayed. Next to each file a thumbnail preview is presented followed by the size, type and date of creation of the file.

Users

Clicking on the “User” option, located next to the File manager, the data of the registered users are displayed.

	Username	Email	Name	Surname	Company	Address	Phone	Fax	URL	Categories
	admin	admin@admin.gr	admin	admin						Admin

Image 26 Users

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Search

The Search box is located on the top right of the screen. In the search box (Image 27), the user can write one or more keywords. After clicking on the “Search” button all the related results appear as shown on Image 28.



Image 27: Search

Search Results

Menu

- [Home](#)
- [About the **project**](#)
- [Brief history of the **project**](#)
- [Approach and methodology](#)

News

- [The 2nd **INNOPOLIS** meeting in Thessaloniki](#)
The second meeting of the **INNOPOLIS project** was held in Thessaloniki, Greece, 24-26 May 2010. A workshop was organized during which the innovation system in Greece was presented together with its challenges and obstacles and experiences and views offered from international partners. The conference was well-attended by key local innovation actors from the National Centre for Research and Technology Hellas (CERTH), the Technopolis Business Park, the Alexandrian Innovation Zone (AZK), and the incubators of Thessaloniki. Speakers included Professor Nicos Komninos of the Aristotle University of Thessaloniki, Mr Nikos Zaharis, Director of the South East European Research Centre, and Mr. Kostas Tramantzas of AZK. All, reported extensively on the success factors, obstacles and the lessons learned from the Greek effort on the road to innovation. Finally, Mr. Isidoros Passas of the URENIO research unit of the Aristotle University presented the...
- [INNOPOLIS – A kick-off meeting and the first workshop in Lodz](#)

Image 28: Search Results

3: Use Cases


How to update or add static content to the site

Click on the “Menu” option, located on the main menu (Image 29).



Image 29: Main menu

Afterwards, you will be transferred to the “Menu” section, where you can view the website’s sections, as they appear on the navigation menu of the web portal. The content is presented in a multi-level structure, meaning that sections can contain sub-sections, which could contain other sub-sections etc. For example, the “About the project” section contains the section “Brief history of the project” and others, as shown in Image 31.

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Menu [Print](#)

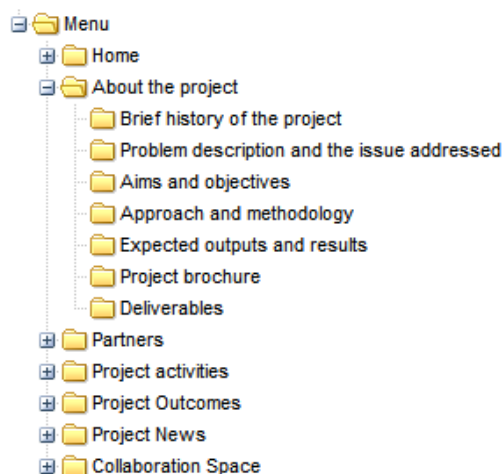




Image 30: Menu section

You can expand a section and view its contents by clicking on the image  located on the left of the section. You can collapse a section by clicking on the icon .

In order to insert a new item to the menu, first click on the section in which the item should appear. For example, to add a new item in the “About the project” section, click on “About the project”. Next, click on the “Add” option, on the small menu that appears next to the section you have clicked.

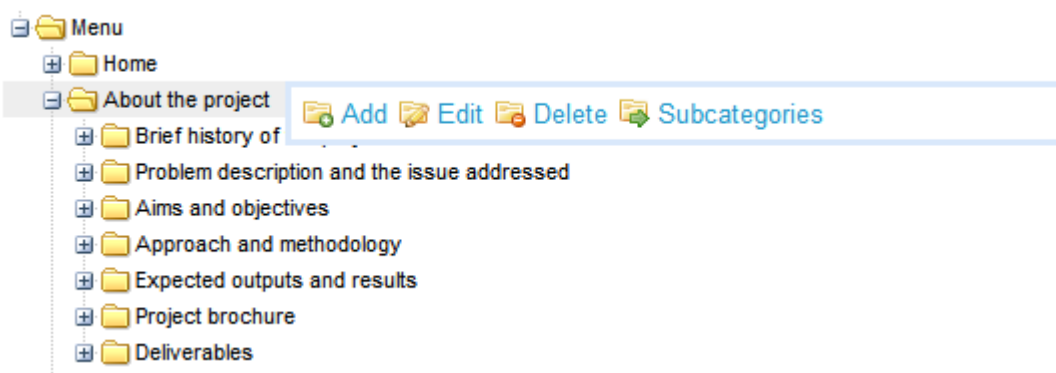


Image 31: Options available for editing items in the Menu section

After clicking, a form appears (Image 35Image 6) for completing the fields of the new record.



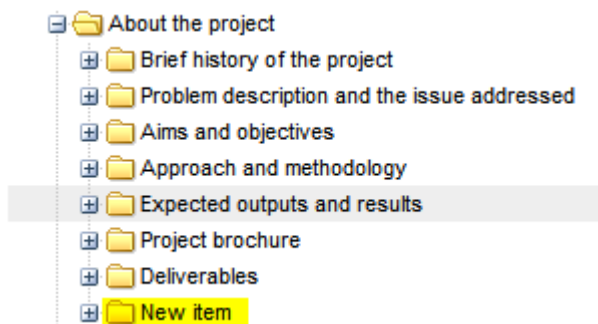
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Image 32: Menu data entry form

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The item has been added in the selected section, as shown in the following image. You can change the position in which the item appears on the menu by clicking on the item and dragging it to the desired position.



How to insert a news release

Click on the “News” option on the main menu, in order to view the “News” section (Image 33Image 33).

News [New Record](#)

[Import from XML](#) [Export to Excel/XML](#) [Print](#) [Broken links](#)

[Simple view](#) [Detailed view](#)

Total records: **4**

	Title	Language	Category	Date	Visible
	INNOPOLIS – A kick-off meeting and the first workshop in Lodz	English	Regional press releases	16/12/2010	
	The 2nd INNOPOLIS meeting in Thessaloniki	English	Regional press releases	15/06/2010	
	INNOPOLIS: boosting innovation and competitiveness in university city-regions	English	Regional press releases	01/06/2010	
	INNOPOLIS: Facilitating knowledge exchange for innovation between Universities and Enterprises	English	EU wide press releases	15/12/2010	

Records per page:

Total records: **4**


Image 33: News section

In the “News” section you can view all the News records that have already been inserted to the system. Click on the “New Record” link to insert a new record (Image 34).

News [New Record](#)

Image 34: Insert a news release

After clicking, a form appears (Image 35Image 6) for completing the fields of the new record.

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News


Image 35: News release data entry form

After completing the data fields you can click on "OK" to save the form or "Reset" to discard it. In any case, you will be transferred back to the record table.

How to insert a presentation

In the "Presentations" section (Image 36) you can view all the records that have been inserted to the system. Click on the "New Record" link to insert a new presentation (Image 34).

Image 36: Presentations section

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Presentations [New Record](#)

Presentations

Title *
The 2nd INNOPOLIS meeting in Thessaloniki
Description
<div> B <i>I</i> <u>U</u> ABC Styles </div> <div> </div> <p>The second meeting of the INNOPOLIS project was held in Thessaloniki, Greece, 24-26 May 2010.</p> <p>A workshop was organized during which the innovation system in Greece was presented together with its challenges and obstacles and experiences and views</p> <p>Path:</p>
Category
<input checked="" type="checkbox"/> Study visits/workshops <input type="checkbox"/> Dissemination Conference
Date
24/05/2010
Place
Thessaloniki, Greece
Image Only latin characters without spaces
uploads/images/4.jpg
Visible
<input checked="" type="radio"/> Yes <input type="radio"/> No
OK Reset

After completing the data fields you can click on "OK" to save the form or "Reset" to discard it. In any case, you will be transferred back to the record table.

In the “Partners” section (Image 39) you can view all the records that have been inserted to the system. Click on the “New Record” link to insert a new partner.

















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Partners [New Record](#)

[Import from XML](#) [Export to Excel/XML](#) [Print](#) [Broken links](#)

[Simple view](#) [Detailed view](#) [Reorder records](#)

Total records: 8

	Name	URL	Visible	Position
	Manchester Knowledge Capital	http://www.manchesterknowledge.com		8
	Lodz Region	http://www.lodzkie.pl		7
	University of Lodz, Management Faculty	http://www.uni.lodz.pl		6
	City of Helsinki Urban Facts Department	http://www.hel.fi		5
	Aalto University Foundation	http://www.tkk.fi		4
	Region of Central Macedonia	http://www.rcm.gr/		3
	Aristotle University of Thessaloniki (URENIO Research Unit)	http://www.urenio.org/		2
	The University of Salford, Centre for Enterprise & Innovation Research	http://www.salford.ac.uk		1

Records per page: 30


Total records: 8


Filter rows

Name
Short description
URL
Name
Surname
Phone
Email
Visible

Image 39: Partners section

After clicking, a form appears (Image 35Image 6) for completing the fields of the new record.

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Deliverables [New Record](#)

[Import from XML](#) [Export to Excel/XML](#) [Print](#) [Broken links](#)

[Simple view](#) [Detailed view](#)

Total records: 3

	Title	Visible
	Deliverable 3	
	Deliverable 2	
	Deliverable 1	

Records per page: 30

Total records: 3

Filter rows

- Title
- Description
- Visible

Image 41: Deliverables section

After clicking, a form appears (Image 42Image 6) for completing the fields of the new record.

Deliverables

Title *

Deliverable 1

Description

B **I** **U** **ABC** **Styles** **Text** **Table** **Image** **Link** **Unlink** **Undo** **Redo** **Find** **Print** **Fullscreen** **HTML**

Aliquam hendrerit, lacus in vehicula tincidunt, est tortor consequat nulla, non pharetra
lorem arcu eget turpis. Phasellus eu elit dui. Duis hendrerit libero nec neque pulvinar
vel porta justo tempus. Ut rutrum lobortis massa in pretium. Nulla luctus justo sed
magna consequat non vehicula nibh molestie. Sed nec nulla eget erat dapibus auctor
et at augue. Phasellus eu elit dui. Duis hendrerit libero nec neque pulvinar vel porta
justo tempus. Ut rutrum lobortis massa in pretium.

Path:

Image Only latin characters without spaces

No image available

uploads/images/no_image.jpg

File Only latin characters without spaces

uploads/files/file.pdf


Visible

☒ Yes ☐ No

OK **Reset**

Image 42: Deliverable data entry form

After completing the data fields you can click on "OK" to save the form or "Reset" to discard it. In any case, you will be transferred back to the record table.

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How to send newsletters

Place your mouse over the “Newsletter” option on the main menu, then click on the “Newsletter” option on the submenu that appears (Image 43: Newsletter menu).



Image 43: Newsletter menu

In the “Newsletter” section (Image 39) you can view all the records that have been inserted to the system. Click on the “New Record” link to create a new newsletter.

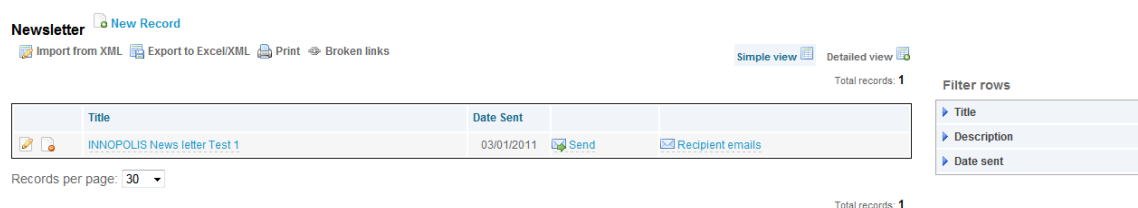


Image 44: Newsletter section

After clicking, a form appears (Image 42Image 6) for completing the fields of the new record.

Newsletter

Title *

INNOPOLIS News letter Test 1


Description

Newsletter body...

Path: p

OK **Reset**

Image 45: Newsletter data entry form

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After completing the data fields you can click on "OK" to save the form or "Reset" to discard it. In any case, you will be transferred back to the record table. The newsletter has been created. Next, click on the "Send" option, in order to send the Newsletter (Image 46).

	Title	Date Sent		
 	INNOPOLIS News letter Test 1	03/01/2011	 Send	 Recipient emails

Image 46: Send Newsletter option

After clicking, you can view the following screen.

Send Newsletter

In order to test and see how a newsletter will look, fill in your email address in the email form and click "Test newsletter". This will send a copy of the newsletter only to the address you specified.

After you have checked that the newsletter is ok you can click on the "Send newsletter" button to actually send it to the group's users.

Test email

Newsletter Preview

Select or simply view the addresses that will receive this newsletter

Emails marked with **red** color have already received the current newsletter.


☐ **iapassas@urenio.org**

Image 47: Send Newsletter form

Before sending the newsletter, you have the option to preview it, by sending a copy of the newsletter to an email address you will specify. Enter an email address you want to use for testing and click on the button "Test Newsletter".

After confirming that the Newsletter appears as it should, you can send it to its actual recipients. As shown in Image 47, you can view the email addresses that have subscribed to the newsletter and select those you want to send the newsletter to and then click on the button "Send Newsletter".

In case you want to edit the list of the newsletters recipients, before sending the newsletter go to the section "Newsletter Users" under "Newsletter" on the main menu. In the "Newsletter Users" section (Image 48), you can view the users that have subscribed to the newsletter through the web portal's subscription form. You can insert a new email address by clicking on "New record".

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Newsletter Users [New Record](#)

[Import from XML](#) [Export to Excel/XML](#) [Print](#) [Broken links](#)

[Simple view](#) [Detailed view](#)

Total records: 3

Filter rows

Email	Active
iapassas@urenio.org	<input checked="" type="checkbox"/>
maria@dotsoft.gr	<input type="checkbox"/>

Image 48: Newsletter recipients

How to upload a file

Click on the “File manager” option, located on the top right corner of the screen (Image 49).

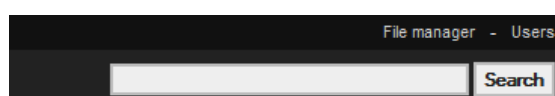


Image 49: File manager area

In the File manager (Image 50) click on the “Upload” button.

Files

backup

files

images

Upload

Rename

Delete

Name	Thumbnail	Size	Type	Created
1.jpg		1.7 MB	file	2010-12-17 16:22:36
3.jpg		163.7 KB	file	2010-12-17 16:22:36
4.jpg		459.5 KB	file	2010-12-17 16:22:36
5.jpg		525.8 KB	file	2010-12-17 16:22:36
aalto_university.png		11.5 KB	file	2010-12-20 14:31:40
brochure.png		211.6 KB	file	2010-12-20 10:44:38
central_macedonia.png		11.1 KB	file	2010-12-20 14:31:06

Image 50 File manager

Once this button is clicked the upload window pops (picture below) which allows you to add files for upload from your computer. The process in this window is simple. Click on the “Add” button to add files from your computer to the "upload queue" and once you are ready, you press the upload button and all files in the queue are uploaded to the server in the pre-selected folder (the point you first clicked the upload button).

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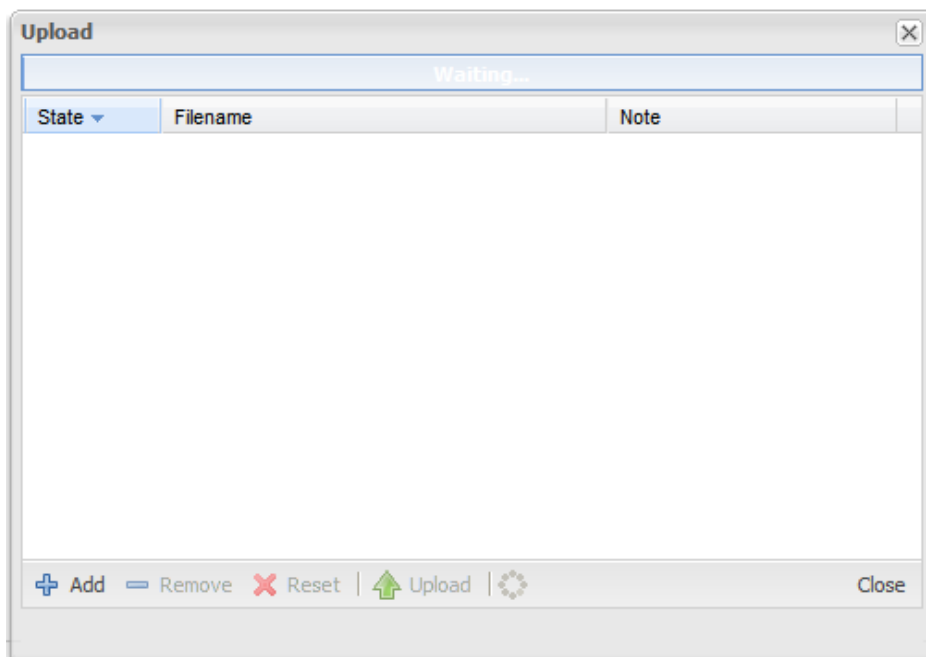


Image 51 Upload image window

How to filter content in the admin area

In this example, we will show how you can filter the records in the “News” section.

Click on the “News” option on the main menu, in order to view the “News” section (Image 52).

Title	Language	Category	Date	Visible
  INNOPOLIS – A kick-off meeting and the first workshop in Lodz		Regional press releases	16/12/2010	
  The 2nd INNOPOLIS meeting in Thessaloniki		Regional press releases	15/06/2010	
  INNOPOLIS: boosting innovation and competitiveness in university city-regions		Regional press releases	01/06/2010	
  INNOPOLIS: Facilitating knowledge exchange for innovation between Universities and Enterprises		EU wide press releases	15/12/2010	

▶ Title

▶ Description

▶ Language (Edit)

▶ Category (Edit)


- EU wide press releases
- Regional press releases
- Newsletter

◀ Date

▶ Visible

Image 52 News section

On the right of the News table, you can view the filters you can apply to this table (Image 53).

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Filter rows

▶ Title

▶ Description

▶ Language (Edit)

▶ Category (Edit)

EU wide press releases


Regional press releases

Newsletter







▶ Date

▶ Visible

Image 53 Filters in the News section

In order to view the news items that belong to a specific category, click on the Category's link, under the label "Category". For example, click on "Regional press releases". After clicking, the records are filtered and you can view only those that belong to the selected category. On the top of the filters area, you can view the selected filters. Click on the icon  to remove a specific filter, or click on the "Remove all filters" link, to remove all selected filters.

Total records: 3


	Title	Language	Category	Date	Visible
	INNOPOLIS – A kick-off meeting and the first workshop in Lodz		Regional press releases	16/12/2010	
	The 2nd INNOPOLIS meeting in Thessaloniki		Regional press releases	15/06/2010	
	INNOPOLIS: boosting innovation and competitiveness in university city-regions		Regional press releases	01/06/2010	

Records per page: 30

Total records: 3

Selected filters

Category: Regional press releases



Remove all filters

Filter rows

▶ Title

▶ Description

▶ Language (Edit)

▶ Category (Edit)

EU wide press releases

Regional press releases

Newsletter


▶ Date

▶ Visible

Image 54 The News section grid when some filters have been selected

How to add new users

Click on the link "Users", located on the top right corner of the screen. In the "Users" section, you can view all the users that have access to the web portal.

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Users [New Record](#)

[Import from XML](#) [Export to Excel/XML](#) [Print](#) [Broken links](#)

[Simple view](#) [Detailed view](#)

Total records: 1

	Username	Email	Name	Surname	Company	Address	Phone	Fax	URL	Categories
	admin	admin@admin.gr	admin	admin						Admin

Records per page: 30

Total records: 1


Filter rows

- ▶ Username
- ▶ Email
- ▶ Name
- ▶ Surname
- ▶ Company
- ▶ Address
- ▶ Phone
- ▶ Fax
- ▶ URL
- ▶ Categories [\(Edit\)](#)

└ Admin

Image 55 Users section

Click on the “New record” link to insert a new user (Image 56).

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User Profile


Username *	<input type="text"/>
Email *	<input type="text"/>
Password *	<input type="password"/>
Retype password	<input type="password"/>
Name *	<input type="text"/>
Surname *	<input type="text"/>
Company	<input type="text"/>
Address	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
URL	<input type="text"/>
Categories	
User groups L  Admin	
OK	Reset

Image 56 User data entry form

After completing the data fields you can click on "OK" to save the form or "Reset" to discard it. In any case, you will be transferred back to the record table.

How to search for content

Enter one or more keywords in the Search box, which is located on the top right of the screen. After clicking on the "Search" button all the related results appear as shown on Image 58Image 28.


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Image 57: Search box

Search Results

Menu

- [Home](#)
- [About the project](#)
- [Brief history of the project](#)
- [Approach and methodology](#)

News

- [The 2nd INNOPOLIS meeting in Thessaloniki](#)
The second meeting of the **INNOPOLIS project** was held in Thessaloniki, Greece, 24-26 May 2010. A workshop was organized during which the innovation system in Greece was presented together with its challenges and obstacles and experiences and views offered from international partners. The conference was well-attended by key local innovation actors from the National Centre for Research and Technology Hellas (CERTH), the Technopolis Business Park, the Alexandrian Innovation Zone (AZK), and the incubators of Thessaloniki. Speakers included Professor Nicos Komninos of the Aristotle University of Thessaloniki, Mr Nikos Zaharis, Director of the South East European Research Centre, and Mr. Kostas Tramantzas of AZK. All, reported extensively on the success factors, obstacles and the lessons learned from the Greek effort on the road to innovation. Finally, Mr. Isidoros Passas of the URENIO research unit of the Aristotle University presented the...
- [INNOPOLIS – A kick-off meeting and the first workshop in Lodz](#)

Image 58: Search Results

How to update the splash screen slideshow

In this section, we will show you how you can update the slideshow that appears in the splash screen (Image 59/ Image 58).

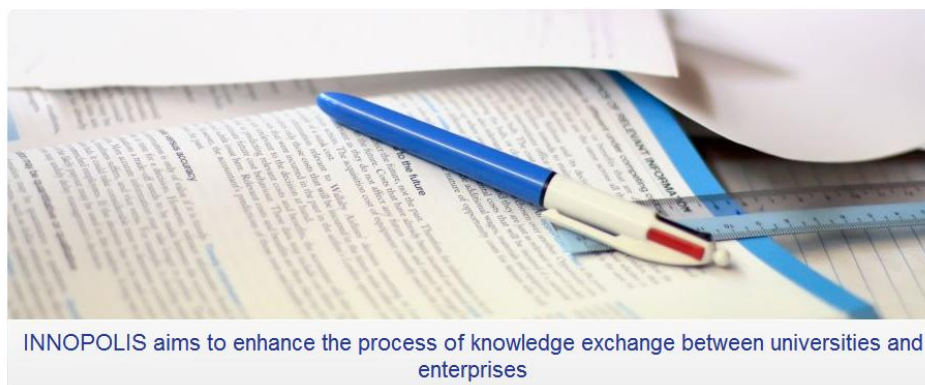



Image 59: Splash screen slideshow

Click on the “Splash screen” option on the main menu, under “Various options”. Then you will be able to view the content for the Splash screen (Image 60).













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Splash Screen [New Record](#)

[Import from XML](#) [Export to Excel/XML](#) [Print](#) [Broken links](#)

[Simple view](#) [Detailed view](#) [Reorder records](#)

Total records: **6**

	Title	Position	Visible
	Aalto University Design Factory: A passion-based co-creation platform	7	
	Manchester media city - University of Salford	6	
	University of Lodz	5	
	Aristotle University of Thessaloniki	4	
	INNOPOLIS aims to facilitate knowledge co-creation and innovativeness	3	
	INNOPOLIS aims to enhance the process of knowledge exchange between universities and enterprises	1	

Records per page: **30**

Total records: **6**

Image 60: Splash screen grid

In order to add a new slide to the slideshow, click on “New record”. Next, a form appears where you can enter information about the new slide.

Splash Screen

Title

Image * Only latin characters without spaces

Visible


☒ Yes ☐ No

OK **Reset**

Image 61: Splash screen data entry form

Enter the slide’s title and select the image that will be used in the slide (from the media library or your computer) and press the OK button in order to save the data.

If you wish to change the order in which the slides are shown in the slideshow, you can click on the “Reorder records” link, located above the grid. After clicking on this link, a screen appears as shown in Image 62. The order in which the records appear in this grid shows the order in which they appear in the slideshow. You can reorder the records by dragging the icon in the “Reorder records” column of the grid upwards or downwards.





















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Slideshow [New Record](#)

[Import from XML](#) [Export to Excel/XML](#) [Print](#) [Broken links](#)

[Simple view](#) [Detailed view](#) [Reorder records](#)

Total records: 5

	Title	URL	Visible	Reorder records
 	INNOPOLIS	page/about-the-project		
 	INTERREG IVC programme			
 	Policy makers			
 	Academia			
 	Business			

Records per page: 30

Total records: 5

Image 62: Splash screen grid (Reorder view)

How to update the homepage slideshow
















Click on the “Slideshow” option on the main menu, under “Various options”. Then you will be able to view the content for the homepage Slideshow (Image 63Image 60). The procedure is the same as updating the splash screen slideshow.

Slideshow [New Record](#)

[Import from XML](#) [Export to Excel/XML](#) [Print](#) [Broken links](#)

[Simple view](#) [Detailed view](#) [Reorder records](#)

Total records: 5

	Title	URL	Position	Visible
 	INNOPOLIS	page/about-the-project	1	
 	INTERREG IVC programme		2	
 	Policy makers		3	
 	Academia		4	
 	Business		5	

Records per page: 30


Total records: 5

Image 63: Homepage slideshow grid

How to update the homepage content

In order to update the homepage content, click on the “Simple texts” option, under “Various options” in the main menu. There are three different records for each one of the project’s target groups (policy makers, academia and business), as shown in Image 64.

Click on the edit button on the left of the record you want to edit.

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





	Title	Text	Images
	About INNOPOLIS	INNOPOLIS aims to identify regional best policy practices in the field of knowledge exchange between universities and enterprises. ...	
	Financed by	This project is co-financed by the European Regional Development Fund and made possible by the INTERREG IVC programme. ...	
	Home - policy makers	INNOPOLIS is a project which will identify and disseminate best practice in innovation policy in university city-regions. The project focuses o ...	
	Home - academia	INNOPOLIS is a project which will identify and disseminate best practice in innovation policy in university city-regions. The project focuses o ...	
	Homepage business	INNOPOLIS is a project which will identify and disseminate best practice in innovation policy in university city-regions. The project focuses o ...	
	Social media icons ...		
	Contact us	For project matters please contact: Carl Abbott c.abbott@salford.ac.uk Elena Vasilieva e.vasilieva@salford ...	

Image 64: Simple texts grid (content for the homepage)

How to update the contact form information

In order to update the content that appears before the contact form in the “Contact us” section, click on the “Simple texts” option, under “Various options” in the main menu.

Then click on the edit button on the left of the “Contact us” record, as shown in Image 65.








	Title	Text	Images
	About INNOPOLIS	INNOPOLIS aims to identify regional best policy practices in the field of knowledge exchange between universities and enterprises. ...	
	Financed by	This project is co-financed by the European Regional Development Fund and made possible by the INTERREG IVC programme. ...	
	Home - policy makers	INNOPOLIS is a project which will identify and disseminate best practice in innovation policy in university city-regions. The project focuses o ...	
	Home - academia	INNOPOLIS is a project which will identify and disseminate best practice in innovation policy in university city-regions. The project focuses o ...	
	Homepage business	INNOPOLIS is a project which will identify and disseminate best practice in innovation policy in university city-regions. The project focuses o ...	
	Social media icons ...		
	Contact us	For project matters please contact: Carl Abbott c.abbott@salford.ac.uk Elena Vasilieva e.vasilieva@salford ...	

Image 65: Simple texts grid

How to update the social media links

In order the links for the social media (Facebook, Twitter etc), click on the “Simple texts” option, under “Various options” in the main menu.

Then click on the edit button on the left of the “Social media icons” record.

How to add content to the Discussion Forum

In order to access the Discussion Forum, click on the “Discussion Forum” option, under “Collaboration Space” on the web platform’s main menu. If you haven’t logged in to the platform, a login screen appears in order to do so. After logging in, you will be redirected to the Discussion Forum (Image 66).

On the Discussion Forum screen you can view the discussions that have already started in the forum. To insert a new forum thread, click on the button “Start a New Discussion”.


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Image 66: Discussion Forum

After clicking on this button, a form appears where you can enter the discussion data (Image 67). After clicking on the “Post Discussion” button, the new discussion will be saved and presented to other partners.

Start a New Discussion

Discussion Title

Category

☐ Announce ☐ Close


[Cancel](#)

Image 67: New discussion form

How to add content to the Wiki

In order to access the Wiki, click on the “Wiki” option, under “Collaboration Space” on the web platform’s main menu. If you haven’t logged in to the platform, a login screen appears in order to do so. After logging in, you will be redirected to the platform’s Wiki (Image 68).

There are several ways to start a new page. One way to do this is to create a link to the new page in an existing page. The Wiki software makes it very easy to link wiki pages using a standard syntax, like [[This is a

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new page]] .If you (or anyone else) create a link to an article that doesn't exist yet, the link will be coloured red. Clicking a red link will take you to the edit page for the new article. Simply type your text, click save and the new page will be created.

Once the page has been created, the link will change from red to blue (purple for pages you've visited) indicating that the article now exists.

Usually this is the best way to create a new page, because it means that right from the start, the page will be linked from at least one other place on the wiki (and typically you will want to mesh it into other related pages later). If you are creating a new page without creating any link to it, you may need to ask yourself: Does this page really fit in with the topics already covered in the wiki? Also, how are you expecting visitors to find this page? Normally there is no reason to create a page without first creating a red link to it.

Another way to create a page in the wiki is from the search page. If you search for a page that doesn't exist (using the search box and “Go” button on the left of the page) then you will be provided with a link to create the new page.

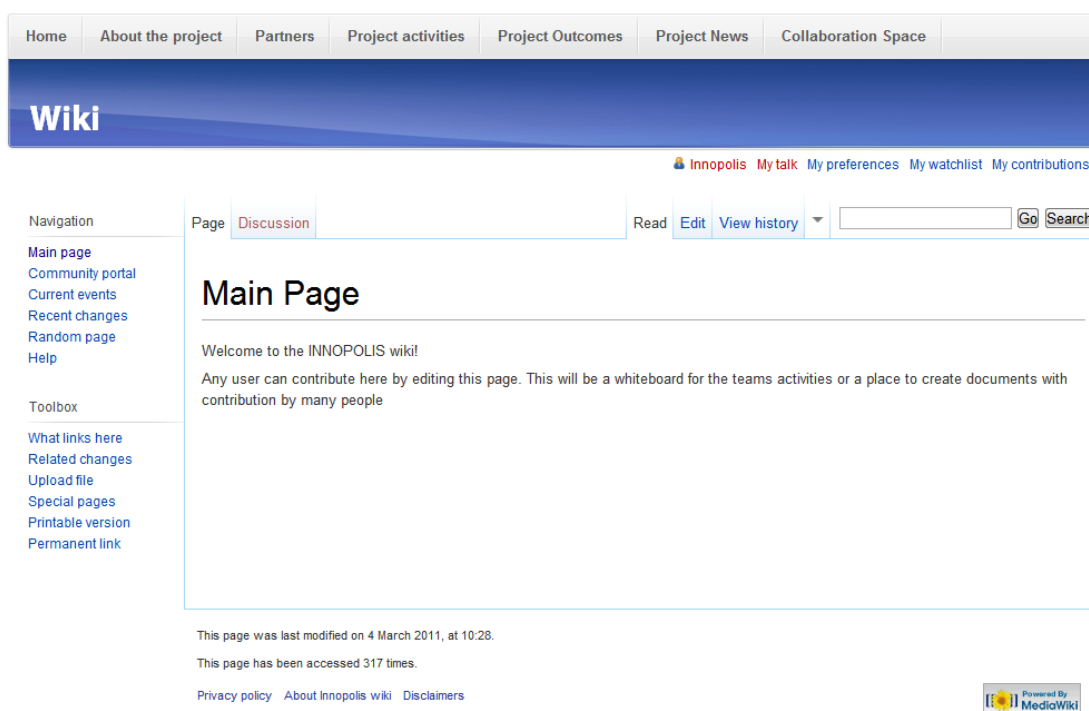




Image 68: Wiki

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